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CITIZEN PARTICIPATION PLAN

COMMUNITY DEVELOPMENT PROGRAM

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Mayor's Office of Community Development
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CITIZEN PARTICIPATION PLAN

A. Introduction

San Francisco has had a long and active history of citizen participation. Citizen participation has been a major consideration in past Federal categorical programs dealing with code enforcement, redevelopment and model cities. In Federally Assisted Code Enforcement (FACE) areas, Citizens Advisory Committees were established; in redevelopment areas, Project Area Committees were created; and, in the Model Cities Program, model neighborhood committees were established. These committees provide a mechanism for citizens to be involved in the planning and implementation of these categorical programs.

The Housing and Community Development Act of 1974 restructures the means by which cities may receive federal funds for community development activities beginning in 1975. This new legislation requires that each City submitting an application for a Block Grant certify that the City has:

- provided citizens with adequate information concerning the amount of funds available for proposed community development and housing activities, the range of activities that may be undertaken, and other important program requirements;
- held public hearings to obtain the views of citizens on community development and housing needs; and
- provided citizens an adequate opportunity to participate in the development of the application.

Although the Act establishes the above requirements, it does not relieve the City of the responsibility and authority for development of the application and carrying out of its Community Development Program.

Since the Act consolidates the programming of community development activities into a single process with a single application, citizen participation can now relate to all community development activities in a comprehensive manner.

B. How San Francisco is Meeting the Citizen Participation Requirements

The basic process identified below provides citizens with an opportunity to express their preferences about proposed CD activities and priorities, and generally participate in preparing the City's application. This involvement includes those citizens likely to be affected by community development or housing activity, particularly low and moderate income people.

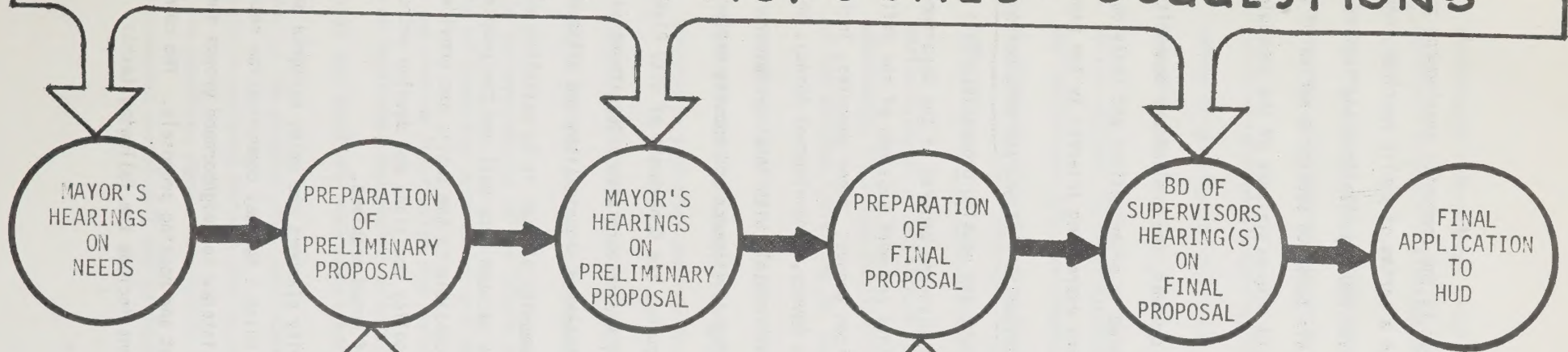
1. The Mayor's Office of Community Development (OCD), in cooperation with the Citizens Committee on Community Development (CCCC), sponsors public hearings to seek citizen views on community development and housing needs.
2. Based upon these public hearings and agency requests, the Mayor's OCD, in consultation with the Technical Policy Committee (TPC)*, prepares a preliminary program of proposed projects and their funding levels for the coming year.
3. The Office of the Mayor distributes the preliminary program for public review and conducts a public hearing on the preliminary program.
4. Based upon these additional public hearings, the Mayor's OCD, in consultation with the TPC, prepares a final program report and submits it to the Board of Supervisors for action.
5. The Board of Supervisors conducts its public hearing and takes action on the community development program.
6. After Board approval, the Office of the Mayor transmits the application for funds to HUD for approval.

Following steps 1, 2 and 4, independent reports concerning program recommendations would be prepared by the CCCC.

*The TPC is comprised of the directors of City departments and agencies with responsibilities for HUD-assisted programs: Office of Community Development, Department of City Planning, Model Cities Agency, Bureau of Building Inspection, S.F. Redevelopment Agency, S.F. Housing Authority, Department of Public Works, and Recreation and Park Department.

CITIZEN INVOLVEMENT AND PARTICIPATION

PUBLIC TESTIMONY • PROPOSALS • SUGGESTIONS



ON-GOING MEETINGS & REVIEW WITH NEIGHBORHOOD GROUPS & CITIZENS

COMMUNITY PLANNERS

CONTINUOUS

COMMUNITY

OUTREACH

Because citizen participation in the community development programming process occurs primarily through a series of public hearings, announcements of the hearings are mailed to over 700 organizations and individuals. In addition, the local news media are asked to sponsor a series of public service announcements which would inform citizens of the schedule for the public hearings.

To further solicit citizen comment, the preliminary community development program is widely distributed to organizations and individuals attending the public hearings and to others expressing interest in the program.

Technical assistance is provided to citizens and neighborhood groups in preparing community development and housing proposals. This is achieved primarily through the community planning program of the Department of City Planning and through meetings and work sessions of the Office of Community Development with citizen groups. Other agencies, including the Housing Authority, Model Cities Agency, Redevelopment Agency, and Bureau of Building Inspection, also work closely with local groups and provide technical assistance in community development and housing matters.

For community planning purposes, the Department of City Planning has divided the City into 20 areas, and in each area a Department staff member is assigned as liaison to neighborhood organizations and citizens. A basic responsibility of the community planner is to establish and maintain a two-way communication network between City Hall and the people. This network makes planning more accessible to the public and provides a forum in which people may influence policy decisions and develop methods for dealing with a great variety of urban problems.

In high need areas, community planners are being assigned on a full-time basis. In addition to establishing a two-way communication network, these planners provide technical assistance to neighborhood groups and citizens in preparing community development and housing proposals. The community planner's responsibility and key functions include the following tasks:

- disseminate information, prior to the public hearings on needs, regarding eligible activities and the amount of funds available;
- inform citizens and neighborhood groups of schedules for public hearings and workshops to be held;
- assist neighborhood organizations and citizens in preparing community development proposals prior to the preparation of the program;
- assist citizens in understanding program requirements, such as the Davis-Bacon Act, environmental review, equal opportunity requirements and relocation provisions, in the pre-application process;
- advise citizens of any future community development program amendments, including reallocation of funds and designation of new program activities or locations;
- coordinate different neighborhood groups within planning areas by presenting their common needs, problems, and goals and suggesting ways they could effectively work together; and
- coordinate community development activities with other City departments to open lines of communication for citizens.

In the preparation of the City's program, the staffs of the Mayor's Office of Community Development and Department of City Planning meet with and provide information and assistance to any neighborhood organization or individual expressing an interest. These meetings are scheduled at times and locations most convenient to the citizens.

During the program year, continuous citizen involvement with specific projects is achieved through ongoing meetings, workshops, and reviews with the operating agency responsible for implementing specific projects and interested individuals and neighborhood groups.

C. On-Going Citizen Participation Structures

There are numerous expectations associated with citizen access to and participation in local government. Citizens are the ultimate voice in public decision-making and should share in those decisions that affect their daily lives. Such participation is a part of the decision-making process in San Francisco. Aside from the regular participation of citizens in selecting and relating to elected officials, there are four categories of citizen participation in the community development process:

1. Official Commission,
2. Citywide Advisory Committee,
3. Project Area Committee,
4. Neighborhood Organizations.

1. Official Commissions are established under charter or by State law. The major commissions involved in the community development and housing process are:

The City Planning Commission,
The Recreation and Park Commission,
The Redevelopment Agency Commission,
The Housing Authority Commission.

These citizen commissions are appointed by the Mayor and, in the case of the redevelopment and housing commissions, approved by the Board of Supervisors.

2. A citywide advisory committee was appointed by the Mayor in April of 1972. There are sixteen members of the Citizens Committee on Community Development. Members are affiliated with many neighborhood and City-wide organizations, but they are not appointed as "representatives" of particular organizations. Rather, each is appointed as an individual with substantial experience in and knowledge about citizen involvement in public programs. The CCCD was created to advise the Mayor and the Office of Community Development on methods for extending citizen participation and on the use of CD funds.

3. Project Area Committees (PAC's) have been created for many of the urban renewal (FACE and redevelopment) projects. These citizen groups include the Western Addition Project Area Committee (WAPAC), the Hunters Point Joint Housing Committee (JHC), the Chinatown Coalition for Better Housing (CCBH), and the Citizen Advisory Committees (CAC's) established in FACE areas. In addition, citizen boards have been established for the Model Neighborhood Programs. In the Mission District and in the Bayview-Hunters Point area. There are also tenant associations in public housing projects. These committees and boards work directly with the operating agencies on detailed program planning and execution.

4. In addition to these forms of citizen participation, neighborhood organizations such as the Planning Association for the Richmond (PAR), Communities of the Outer Mission Organizations (COMO), Tenants and Owners Opposed to Redevelopment (TOOR), and the San Francisco Planning and Urban Renewal Association (SPUR) have had considerable involvement in community development and housing activities. It is anticipated that groups such as these will continue to have a vital role in future programming of community development through a variety of formal and informal means.

In carrying out the program, whether that involves continued activities in existing program areas or project planning for new areas, citizens and neighborhood committees will be involved in the development of the City's Community Development Program.

CITIZEN PARTICIPATION
Time Table for 1976 Application

<u>WHAT</u>	<u>WHEN</u>	<u>HOW</u>
Information will be disseminated concerning the amount of funds available for projects that may be undertaken.	June 5, 1975	Notice of Public Hearings on Community Development and Housing Needs.
Public Hearings will be held in the initial stage of the planning process.	June 19, 1975 2:00 P.M. June 24, 1975 8:00 P.M. City Hall	Notice of the public hearings were distributed to over 700 organizations and individuals. Also local news media were asked to sponsor public announcements regarding the dates and purpose of the hearings
Citizens will have an opportunity to participate in the development of the application	June to October 1975	<ol style="list-style-type: none">1. Beginning with the announcement of public hearings on CD and housing needs held in June, citizens are urged to articulate needs.2. After preparation and distribution a preliminary proposal in July and August, additional public hearings are held on August 28 and September 3 so that the public can comment on the preliminary proposal and express preferences and assist in the selection of priorities. Approximately 5000 copies of the preliminary program are distributed to assure widest possible comment.3. The Citizens Committee on Community Development prepares their own recommendation to the Mayor regarding needs and program priorities.4. After a final report is prepared in September it is submitted to the Board of Supervisors where additional hearings are held and modifications can be made based on citizen comment.

CITIZEN PARTICIPATION

Time Table for 1976 Application

<u>WHAT</u>	<u>WHEN</u>	<u>HOW</u>
Technical assistance will be provided to assist citizen participants to understand program requirements such as the Davis-Bacon Act, environmental review, equal opportunity requirements and relocation provisions in the pre-application process.	Continuous	Community planners are assigned to 20 planning districts throughout the city; in high need areas that include low and moderate income persons likely to be affected by CD and housing activities, community planners are being assigned on a full-time basis; these planners provide Technical Assistance to neighborhood groups and individuals in preparing CD and housing proposals as well as providing information on program requirements.
Advise citizens of any future community development program amendments, including reallocation of funds and designation of new program activities or locations.	As Proposed	Program amendments are presented to the CCCD prior to submission to the Board of Supervisors where a public hearing is held before the appropriate committee of the Board.

